

Minutes
Essex Free Library
Board of Directors Meeting
November 18, 2020
Via Microsoft Teams

Attending: Bonnie Doble, Marie Froeschl, Janet Watts, Mike Yandow, Lorna Swerhone, Joan Janzen, Caitlin Corless (Library Director) and Evan Teich (Unified Manager)

Meeting called to order at 7:02 PM

Minutes from 10/21/20 were accepted with correction that Bonnie's name only appear once in the attendees.

REPORTS

- Caitlin reviewed the Library Directors' Report
- Evan Teich reviewed the town's continuing response to the pandemic, emphasizing that the safety and security of employees and the public guide decisions.

After reassuring the board that the recommendation letter sent to both the Town and village selectboards was being followed and that the libraries are "out" of consolidation talks, he then explained the process that would bring about merger IF the vote of the Town matches the vote already taken in the village. Because of the time the request would spend in Montpelier, the earliest a merged entity would come to fruition would be July 2022.

OLD BUSINESS

In response to the increased number of Covid cases, the library will not be having in-person appointments through December 15. CURBSIDE SERVICE will continue and the appointments will be looked at again on 12/15.

(VOTE: Joan, Mike, Iris and Bonnie- Yes Marie and Janet-abstain Lorna-absent)

Marie asked about Handicap access to Curbside Service. Caitlin will follow up.

NEW BUSINESS

- Caitlin reviewed the Zoom incident and explained all the work that has been done to prevent a recurrence.
- Caitlin is also working on finalizing the Minimum Staff requirements and Staff Shortages Procedures for the Pandemic. Depending on the comfort of Staff and the ability to lock the library internally (the vestibule remains accessible), for short periods of time, with a cell phone on their person, one staff member can be alone in the building. One person is never to be scheduled to be alone.

Meeting was adjourned at 8:07

The next board meeting will take place on Wednesday, December 16th.